

CODIB-D-111/1.3/1
9 December 1964

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

Foreign Publications Task Team III:

Draft Terms of Reference

Attached for approval at the 17 December meeting is the Task Team approved revision of the original task statement prepared by the Team Chairman and distributed as CODIB-D-111/1.3 of 23 July 1964.



Secretary

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TASK TEAM III - FOREIGN PUBLICATIONS

Terms of Reference

I. OBJECTIVE

To examine the overall effectiveness of the Community's programs for procurement and processing of foreign publications and to propose actions aimed at further increasing the effectiveness of these programs.

II. PARAMETERS

The team will consider foreign publications to include all documents published in any foreign country, and processing systems to include any within or outside the government whose product is or could be used for the benefit of the Community.

III. TASKS

The team will address, but will not be necessarily limited to the following aspects:

- a. Requirements for foreign publications
- b. Adequacy of procurement effort
- c. Need for processing
 1. Transliteration
 2. Bibliographic control
 3. Indexing
 4. Abstracting
 5. Extraction of data
 6. Translation
- d. Dissemination of the results of processing
- e. Storage and retrieval of the results of processing
- f. Automation of processing
- g. Coordination of systems.

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IV. MEMBERSHIP

Members of the Team will require TOP SECRET clearance and should be assigned from or have ready access to and knowledge of foreign publication acquisition, processing and exploitation. With the active support of the CODIB Support Staff, members of the Task Team will spend approximately one day a week or its equivalent on Task Team matters.

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23 July 1964

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Foreign Publications Task Team - III

Attached for discussion at the next meeting is a draft task statement
submitted by the Team Chairman.

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[Redacted]
Secretary

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CODIB-D-111/1.3
23 July 1964

Foreign Publications Task Team - III

Statement of Task

The Foreign Publications Task Team will examine the overall effectiveness of the Community's programs for procurement and processing of foreign publications and will recommend to CODIB proposals aimed at further increasing the effectiveness of these programs.

The team will consider, but will not be necessarily limited to the following aspects:

- a. Requirements for foreign publications
- b. Adequacy of procurement effort
- c. Need for processing
- d. Bibliographic control
- e. Indexing
- f. Abstracting
- g. Extraction of data
- h. Translation

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- i. Retrieval of f, g, and h.
- j. Automation of processing
- k. Coordination of systems

The team will consider foreign publications to include all literature openly published and available in any foreign country, and processing systems to include any within or outside the government whose product is or could be used for the benefit of the Community.

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